

JV COVER LETTER TEMPLATE

SUBJECT: Request for Approval of Joint Venture (JV) Agreement

The attached joint venture agreement between (8(a) participant firm's name), a current 8(a) participant, and (partnering firm's name) is provided for your consideration and approval. (Representative's name) of (agency), is awaiting a decision from SBA. To verify pending award, please contact:

Contracting Officer: (agency Information)

Address: (agency Information)

Telephone Number: (agency Information)

The attached Joint Venture Agreement, dated (date), between (8(a) participant firm's name), and (partnering firm's name), is attached for your review and comments. (8(a) participant firm's name) is a current 8(a) participant in good standing and (partnering firm's name) is a small business.

The purpose of the joint venture shall be for the specific purpose of bidding upon RFP (RFP number) and, if successful, to enter into and consummate that certain (Specify type of services) services contract for the (department/agency name) for the base period of the contract, and options, totaling not more than (number) months from contract award date. The contract number assigned to this requirement is (contract number).

The joint venture is a vehicle to assist (8(a) participant firm's name) in its business development. (8(a) participant firm's name) lacks the (Include those that apply) knowledge, expertise, management personnel, and access to financial resources essential for the performance of the contract which (partnering firm's name) can provide. (partnering firm's name) possesses experience in successfully negotiating and performing similar types of contracts. (8(a) participant firm's name) will benefit through (Include those that apply) experience and technical knowledge gained, training and knowledge in administering this type of contract.

The experience gained in the successful performance of this contract will enhance (8(a) participant firm's name)'s record of accomplishment for Federal procurements. In addition, it will (Include those that apply) open doors to expand their services, increase their visibility and credibility, enable them to more readily access markets and open doors to obtaining larger dollar contracts.

The applicable NAICS code for this requirement is (NAICS code) and the applicable size standard is \$(amount).

(8(a) participant firm's name)

(Year) Annual Receipts:

Average annual receipts for the last three years is:

12/31/(Year) \$ (Amount)

12/31/(Year) \$ (Amount)

12/31/(Year) \$ (Amount)

Three Year Average Annual Receipts = \$ (Amount)

(Partnering firm's name)

(Year) Annual Receipts:

Average annual receipts for the last three years is:

12/31/(Year) \$ (Amount)

12/31/(Year) \$ (Amount)

12/31/(Year) \$ (Amount)

Three Year Average Annual Receipts = \$ (Amount)

Attached are the following supporting documents:

(1) Joint Venture Agreement between (8(a) participant firm's name) and (partnering firm's name)

(2) Corporate Capabilities Statements for (8(a) participant firm's name) and (partnering firm's name)

(3) Past three years tax returns for (8(a) participant firm's name) and (partnering firm's name)

(4) Past three year's financial statements for (8(a) participant firm's name) and (partnering firm's name)

(5) Copy of U.S. Department of (Agency) Solicitation Number (Number)

(6) Resumes for key representatives of all partnering firms